

25X1A9A

23 May

DRAFT PROCEDURE PROPOSAL NO. 15

16 May 1951

25X1A9A

25X1A9A 1. The following has been submitted by [] with request
25X1A9A for consideration. This matter will be discussed in []'s office on
25X1A9A Wednesday, 23 May 1951, at 8:30 a.m. All individuals to whom this draft is
25X1A9A routed, who are directly concerned with this subject, are requested to attend
the meeting with []

25X1A9A []

SUBJECT: Definition of living-quarters and cost-of-living allowances in agent contracts.

1. It has been noted that the term "quarters allowances" and the term "living-quarters allowance" have been used indiscriminately in agent contracts, as also have the terms "post allowances" and "cost-of-living allowances".

2. The term living-quarters as used in the Standardized Allowance Regulations includes both the temporary lodging allowance and permanent quarters allowance. Yet, many contracts containing the term living-quarters allowances state that no accounting will be necessary. Obviously, it is necessary for the individual agent to submit some sort of an account or statement, so that the Finance Division will know the date he moved from temporary lodging to permanent quarters; or, a decision will have to be made as to whether the individual automatically gets the maximum temporary lodging allowances for the maximum three months. It should be noted that in several cases only a quarters allowance has been paid, even though the term living-quarters allowance has been used in the contract. This is felt to be inequitable to the individual concerned and not in accordance with the term of the contract. This was apparently done under the erroneous impression that the terms living-quarters and quarters allowances were synonymous.

3. The term cost-of-living allowance presents little confusion, except that it appears that it is not always clear in the minds of the individuals preparing the check list whether or not this term includes only the post allowance or the special post allowance, as the case may be, or also includes the transfer allowance.